

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, FEBRUARY 7, 2022
6:00P.M.**

1. OPENING

1.1 Call to Order

Council Vice President Higgs called the meeting to order at 6:02p.m.

1.2 Roll Call

Present: Councilmember Monica Higgs, Councilmember Hope Love, Vice Mayor McCarthy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Kizzie Scott, Councilmember Gloria Sistrunk

Staff: Dashaun Lanham, City Clerk, Diamond Plater, Staff Assistant, Jeannelle B. Wallace, Interim City Manager

1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Porter.

1.4. Approval of Agenda

Motion to approve the agenda

Motion by Gloria L Sistrunk, second by Gerald Raynor Sr.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Kelly Porter, Gerald Raynor Sr, Kizzie Scott, Gloria L Sistrunk

2. PRESENTATIONS

2.1 Introduction of Staff

- Mrs. Wallace requested for the Chief Martin/Deputy Chief Harris to introduce the staff from the Police Department:
Lt. Cedric Heyward-one year of service
Patrick McClam-one year of service
Quianna Taylor, Administrative Assistant-three years of service
Sharron Lipford, Manager of Public Engagement five years of service
Naconda Bilbro, Constituent Service Support Specialist three years of

service

Stanley Mosley, Director fifteen months of service

Benita Danner-Special Operations Assistant seven months

Jazmin Shorts, Administrative Assistant two years of service in the police department but three years of service with the city

Jessica Wise, Accounting Manager 17 months of service

Kyrthlyn Rhoda, Grants Manager has worked with the city since 1991 in various capacities.

3. REPORTS

3.1 Vice Mayor's Report

- Vice Mayor McCarthy stated that the report for the month of January has been uploaded in Board Docs for your review.

3.2 City Manager Report

- Mrs. Wallace stated that the Annual Report is quite lengthy, and she will summarize as much as possible and direct the council to the statistic for the year of 2021.
- Mrs. Wallace read the annual report memorandum for the calendar year of January 1-December 31, 2021, regarding the challenges of the delay of the construction of city hall and EJD building. We had number of shut-downs due staff being exposed to COVID, and some of contractors had the virus or was exposed this had delayed the constructed. They had to suspend the construction for two weeks due to COVID exposures. We had experienced delays in obtaining the permits from the county primarily due to the staff working remotely as well court appearances was delayed due to courts not having in-person court appearances.
- Mrs. Wallace stated that we had staff turn-overs in the Finance department since 2020 with the contractor as the Chief Financial Officer last year before the completion of the budget. This required the Interim City Manager and the City Clerk to complete the FY2022 Budget.
- Mrs. Wallace stated that we had paid off the line of credit in 2021 in the amount of \$500,00. The city had one draw down in the amount of \$450,000 to complete the final pay-off to Milestone, which was the construction company for City Hall and the EJD Bank. We had used all the interim financing through Truist Bank. We had other issues due to the pandemic that caused us to furlough some employees and lay-off some. The budget at that

time was approximately \$13million and it was inflated. We had to reduce the budget to 9 million. The city was spending money as if we had thirteen million.

- Mrs. Wallace stated that the city had purchased seven properties that we had overspent in the purchase price and renovation. We were able to have the properties put back on the tax role, but we had eventually sold all seven of the properties. The city still has a few vacant lots available that had been purchased.
- Mrs. Wallace stated that we have challenges as it relates to completing the audit. We had principal and key staff person leave the firm, and we had advertised for an RFP for a new auditing firm.
- Mrs. Wallace stated that the city must complete three audits for 2020, 2021 and 2022 and we are in the process in selecting another auditing firm due to the the firm removing themselves from completing the audits.
- Mrs. Wallace stated that she thanked the city for the support in the last six years and support of the staff, as we would not have been able to achieve the goals for the city. She wishes the city's much success as it moves forward in achieving higher goals. This will be her last report to the City Council.
- Mrs. Wallace stated that that the City Clerk is responsible for the meeting minutes and at least the draft of legislation, if not the complete rendition of Ordinance and Resolution of the Council. We had twenty-seven legislations approved by the City Council that was drafted by the City Clerk. The City Clerk had collected \$1,159,518.62 in Business Personal Property Income. The City Council had seventy-six meetings, and forty-one MPIA request for the year.
- The city has vacancy in the office of the mayor. The City Clerk advertised to fill the vacancy in October 2021 and January 2022 with the hopes of appointing a mayor in the spring.
- Mrs. Wallace stated that the police department t Calls for service increased 54% from 11,352 to 17, 563 from 2020-202, Arrests for criminal, warrant, traffic/DUI, and emergency petitions increased from 201-436, Report from UCR offenses overall decreased 17.8%, Traffic data (due to annexation of Central Avenue increased by 116.22% with four fatalities in 2021, Reportable incidents increased by 84.62%. We still have a problem with speeding on the central avenue corridor.
- Mrs. Wallace had requested that they conduct a traffic study. Maryland has a zero goal for fatalities, but unfortunately, we did not meet that goal. The other jurisdiction such as Prince George's Police Department, State Police and District of Columbia Police department were pleased about the Seat

Pleasant Police Department for taking over the traffic enforcement on the central avenue.

- Mrs. Wallace stated that the Environmental Justice Department they spent \$106, 646.40 in Waste Management trash removal. This information is derived from the weight tickets on tonnage when we go the County land field. We are charged \$27 per ton with a total of three hundred twenty-one We spent \$5,127 in Yard Waste and \$8,6667 in recycling. The department contracted a cleaning company to clean the restrooms in Goodwin Park.
- Mrs. Wallace stated that we have a tree removal proposal to remove fifteen trees that the arborist had determined was the most dangerous in the amount of \$9,000 and the Booth Tree Services usually come in at the lowest bid and will trim and take-out trees quickly. They looked at every tree in the city. They stated that seventy trees need to be removed from Ward II and Ward V, and numerous trees need to be trimmed to remove the dead limbs. The estimate to take care all the trees is \$250,000. We will be recommended that the council to approve as much of the funds in Fiscal Year 2023.
- Mrs. Wallace has recommended the staff in the department to trim as many of the trees as possible if they are trained properly. She had requested for Booth Tree services to present the city with a proposal for training. Mrs. Wallace stated that the Administration department worked with all departments in the 2021 year, and she suggested to the engineer for the city to host a press conference regarding the annexation and impact on central avenue and the traffic enforcement.
- Mrs. Wallace stated that the city had been awarded \$4, 668,159.48 under the American Recovery Act Grant for a two-year period. We had received \$589,895.00 from State in grant funding. The environmental protection agency is working on grant to clean-up the brown field on Addison Road to make it available for development. We had received a grant from the state to abolish a property Foote Street. We will build a single-family home on the lot with the grant we received of \$500,000. We are not sure if we can build both properties, but we are seeking other grant opportunities. We had received \$40,000 operation award for Goodwin Park for the restroom. We are looking for engagement and designs in the amphitheater at Goodwin Park. We had contacted the architect to design the property with the grant. We had received grants from the GOCCP for the police department. We had received money to train students to clean up the Chesapeake trail.
- Mrs. Wallace stated that the finance department had the attached a detailed report that will be presented in detail next week at the Public Session.

- Mrs. Wallace stated that we need to curve expenditures as it pertains to the numerous events hosted by the city with poor attendance. As we return to normalcy, the city will need to look at the number and cost of the events.
- Mrs. Wallace stated that we had contributed so much money for SPICE and the city had received a return of \$208,000 and the revolving house trust depleted the city's reserve, and she is recommending that each year money be put back into the reserve.
- Mrs. Wallace stated that Vice Mayor McCarthy has requested for the city to investigate the State Retirement plan and this cost will be approximately \$1.2 million dollars and the cost of actuaries and the state is approving the applications in September 2022 for FY2023.
- Mrs. Wallace stated SPICE for a public/private partnership with meetings held out of the state, and within the state and the city was the sole owner of the SPICE with the city having no oversight of the company. Any investment is risky, and none of the goals that were set were met with the three other corporations and they are in forfeiture with the state for not filing taxes for the last three years.
- Mrs. Wallace stated that we have a total of sixty-seven employees working for the city.
- Councilmember Sistrunk had concerns regarding the trees owned by the Addison Plaza possibly toppling over on someone properties.
- Mrs. Wallace stated that the report is attached regarding the trees and the Booth Tree Services was charged with looking at trees owned by the city.
- Mrs. Wallace stated that we are looking to remove the trees in phases and the first phase will be in Ward III in accordance with the location in the report.
- Mrs. Wallace stated that she will have the arborist give the recommendation on the Horning Brothers Trees and send a letter to Horning Brothers to request the removal.
- Councilmember Scott inquired if Booth Tree company was the only company to present the proposal to the city?
- Mrs. Wallace stated that other tree companies did not want to invest the time to conduct the inventory without a contract.

3.3. City Council Committee Reports

- The City Council Committee did not have any meetings in the month of January 2022

4. LEGISLATION

4.1 None.

5. UNFINISHED BUSINESS

5.1. None.

6. NEW BUSINESS

6.1 Request Approval to Replace Salt Spreader

- Mrs. Wallace stated that we have three proposals, and she has Mr. Patrick McClam on the line to explain the proposal the recommendation from the administration. We had a crack in the salt spreader that was caused by the way the salt was being maintained and not properly cleaning the salt from the salt spreader and wash down the equipment. The hardening occurred due to the moisture in the salt.
- Mr. McClam stated salt spreaders was not intended for the municipal government use but for small complexes. They are currently using the Western Salt Spreaders and he sent the video to the City Council for review from YouTube.
- Mr. McClam stated that they are the best equipment you can purchase, and they come with a two-season warranty with a cover on the salt spreader. We do not want the Public Works team riding on the back of the truck with shovels spreading salt on the streets.
- Mr. McClam stated that the Janna company proposal was for \$14,200. Mrs. Wallace stated that when Mr. Mosley was hired, he inherited the equipment the year before. The salt spreaders were small non-commercial grade equipment, and we should have purchased the commercial grade equipment.
- Mr. McClam stated that the recommended Salt Spreaders can cover the city and central avenue, if necessary and possibly serving other jurisdiction for revenue.
- Councilmember Scott stated that she needs to understand the role of Patrick McClam and the vehicle recommendation is for EJD.

- Mrs. Wallace stated that Mr. McClam is the Fleet Manager for the entire city. upon his arrival he discovered that the vehicles were not being serviced properly with the preventive maintenance.
- Councilmember Scott stated she wanted more clarity to ensure that she understand the person who was in-charge of the fleet management for the EJD department.
- Mrs. Wallace stated that it was several people to include other former employees responsible for with regards to GPS.
- Councilmember Scott stated that she feels that Director Mosley should be involved with decision and education of the staff on the equipment.
- Mr. McClam stated that Director Mosley and Mr. Belnavis was involved in the decision and selection of the vehicle.
- Councilmember Scott stated that she feels that the EJD Department should be responsible for ordering the equipment for their department.
- Mr. McClam stated that there is assistance with all departments across the board as the departments work together.
- Councilmember Porter stated that once the decision is made about the equipment to do the work, as it pertains to Ward IV you will need to come out of the city to come back into the city to plow the roadways in Ward IV. He feels that we should contact the county regarding this issue to ensure that they are servicing the roads.
- Vice Mayor McCarthy inquired are we purchasing accessories for the existing fleet.
- Councilmember Sistrunk stated that if the equipment is approved by the council will we receive the equipment for this season or next season.
- Mr. McClam stated that we will receive the equipment in this season from Janna, which is the recommendation of the administration.
- Mr. McClam stated that there is another vehicle is at its life expectancy that needs to be replaced.

- Councilmember Scott inquired about the contract of Mr. McClam and when did he become contractor for the city?
- Councilmember Scott inquired if the City Council should be approving contracts for employees and if his contract has ended why is he still working for the city.
- Councilmember Raynor inquired about the cost center for the purchase of the salt spreaders and if the department will be trained on properly handling the salt spreaders.
- Councilmember Raynor inquired when was the current salt spreaders purchased?
- Mr. McClam stated that the salt spreaders were purchased in 2019.
- Councilmember Raynor inquired about the life expectancy for the salt spreaders?
- Mr. McClam stated that he could not state the timeframe of the life expectancy.
- Mr. McClam stated that the spreader will be free for a period of two years after the original purchase
- Councilmember Scott inquired of how many salt spreaders are operable now.
- McClam stated that we have three spreaders and two needs replacing and one needs to be repaired.

Motion to approve the funding request to replace two Salt Spreaders with DeJana in the amount of \$14,261.06 and the EJD Vehicle Maintenance cost center.

Motion by Gloria L Sistrunk, second by Hope Love.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Kelly Porter, Gerald Raynor Sr, Gloria L Sistrunk

No: Kizzie Scott

6.2 Request Approval of the Ethics Commission Appointment

Motion to approve the recommendation of the Ethics Commission

Motion by Gloria L Sistrunk, second by Kelly Porter.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Kelly Porter, Gerald Raynor Sr, Gloria L Sistrunk

No: Kizzie Scott

6.3 Approval to Revise the Ethics Commission Application

- Councilmember Porter suggested that the council research the application and the requirement of the background check of the commissions.
- It was the consensus of the Council to review the application during the council retreat on Saturday, February 12, 2022.

6.4 Update on Filling Mayor Vacancy

- The City Clerk provided the City Council with the update on the advertisement of the vacancy of the mayor and the mailing of the postcards and the due date of the candidate packet.
- Councilmember Scott stated she feels that the council was not informed of the date that the candidate packet was due, and she feels that the City Council should have been informed.
- Councilmember Scott stated the residents would have a petition drafted to ensure that they have a say in voting on filling the vacancy of the mayor.
- Vice President Higgs stated that the council met and agreed on December 22, 2021, to change the forms and keep the same process that was followed with the first advertisement. The Council did not request an in-put in the date for the candidate packet to be due, and the same process to be followed.

6.5 Update on Open Meeting Compliance Complaint

- The City Clerk read the statement from the Open Meeting Compliance Board on December 7, 2021 and will send the document to the council for signing on tomorrow, Tuesday, February 8, 2022.

6.6 Re-Opening of City Hall

- Councilmember Love stated that she is for the building being opened but she feels that we need allow the staff to flex their schedule. Additionally, she does not feel that the building is fit for occupancy with the heat and internet not properly functioning.
- Councilmember Porter stated that it is his understanding that the issue of intermitting with the WIFI and ensuring that building is prepared for the Council Retreat.
- The City Council has requested that the staff ensure that the building is prepared for Saturday, February 12, 2022, or find another location to use in the city for the EJD building as well as internet access.
- Councilmember Porter stated that we need to ensure that we have a work-around with the internet connectivity and functionality of the building.
- Councilmember Sistrunk stated that everyone has a private office in the building and the COVID should not be the major concerns if people follow the protocols of wearing their mask. She stated that it is important that we do everything that we need to do ensure that the building is open.
- Council Vice President stated that the City Council has requested that the building should be opened and the staff to report to work on tomorrow.
- Councilmember Raynor inquired if we have a building engineer that walks through the building each day to ensure that the building is working properly.
- Councilmember Love inquired of the status of other municipalities in Prince George's County as it pertains the opening of the facilities.
- City Clerk Lanham read the information in Boarddocs regarding the municipalities in Prince George's County as it pertains to being open and seventeen are open with restrictions, three are closed and one with seasonal operations.

- The City Council has requested that we provide them with an update on any issues with the building and do not leave without consulting with the council.
- The City Council requested that the building be checked prior to staff arrival to ensure the building is operable and setting the alarm system.

7. ANNOUNCEMENTS

7.1 City Council Retreat, Saturday, February 12, 2022, Seat Pleasant City Hall, 6301 Addison Rd., Seat Pleasant, MD 20743 9:00am-5:00pm

7.2. Ward V Meeting, Monday February 14, 2022, Seat Pleasant Fire Station, 6305 Addison Rd., Seat Pleasant, MD at 9:30am-11:30am, meeting details will be posted on city's website

7.3. Public Session, Monday, February 14, 2022, by Zoom Video at 7:00pm. Meeting link details will be on the city's website.

8. ADJOURN:

The meeting adjourned at 9:32p.m.

Submitted by,

DocuSigned by:
Dashaun N. Lanham

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Dashaun N. Lanham, CMC
City Clerk